Effective Date Statewide: June 2, 2006 Revision Date

CASE PENDING REPORT

Description:

This report shows cases that are assigned to a judge that are still pending a final disposition.

Reference:

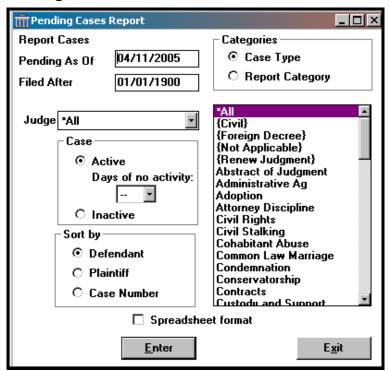
Overview:

The Case Pending report shows cases that are still pending final disposition. It shows how many days have passed since the case was filed. The report has two parts; the "Active" report and the "Inactive" report.

- The "Active" Case Pending report shows a judge(s) current cases that do not have a disposition or a judgment entered, and are <u>not currently on stay</u>. These cases continue to accrue pending days since the date of filing minus any days on stay. All cases without a disposition or a stay will appear on this report.
- The "Inactive" Case Pending report shows cases that do not have a disposition, but are currently on Stay status. Cases can be on Stay status for a variety of reasons: for a warrant, bankruptcy, a plea in abeyance, etc. When the clerk puts a case on Stay status, that case no longer accrues active days. The cases, while still pending, appear only on the "Inactive" pending report because the court is unable to take action on those cases. Once a case is removed from a Stay, it will return to the "Active" pending report and will begin accruing days again.

How to run the Case Pending Report:

1. Select Information > Reports > Case Management > Case Pending.

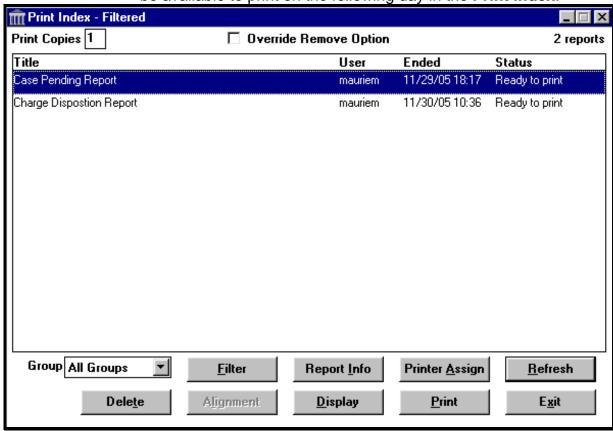


- 2. The **Pending Cases Report** screen provides a variety of options to run the report.
 - a. First choose the date. The default date is today's date in the 'Pending As Of' box, and 1/01/1900 in the 'Filed After' box.
 This is set to capture all possible cases. Those dates may be changed.

Note: Remember the 'Pending As Of' date will return all cases pending as of that date. If a case was disposed after the date in the box, it will appear as a pending case on the report.

b. Select a category. The default is set to 'Case Type' for 'All' cases. Individual case types can also be selected by highlighting one or more case types. To unselect a case type, select it again.

- c. Select a judge. The default is set to run the report for all judges. To run the report for a specific judge, select the judge from the drop down box.
- d. Select **Active** or **Inactive**. Active will be all cases without a disposition or judgment that have not been stayed. Inactive will be those cases without a disposition, but currently are on stay.
- e. Select a sort option. Defendant or Plaintiff will be in alphabetical order by last name. Case Number will be sorted in numerical order.
- f. Spreadsheet format. The Case Pending report can be prepared for use in a spreadsheet program such as ExcelTM for those users who have the ExcelTM program. (See 'Extending the Case Pending Reports Using Microsoft ExcelTM' procedure for complete instructions).
- 3. To begin preparing the report, select **Enter**. This is a delayed report and will begin running after regular business hours. The report will be available to print on the following day in the **Print Index**.



 The Case Pending Report's header list the criteria that was selected on the report screen. Under the header the following columns are listed:

- Plaintiff/Petitioner
- Defendant/Respondent
- Case Number
- Case Type
- Filing Date
- Age Days
- Tracking
- Calendar
- Warrant
- Last Action
- Stay Reason
- The Age Days is calculated by:
 Number of days since filing (pending days), minus Active Warrant Days, minus Stay Days = Aged Days
- 3. The **Tracking** column will show if any tracking has been *Started* or *Ended*.
- 4. The **Calendar** notes Past or Future if the case has ever been calendared.
- 5. If there is an active warrant on a case, the reason for the warrant is listed under the **Warrant** column. An active warrant removes a case from the active case pending report. Only the 'Inactive Case Pending' report will have information listed in this area.
- 6. The **Last Action** notes the last day any action took place on the case. Last action is defined as any entry in the Summary Event (F2) (i.e. minute entries, payments, documents filed, and or calendar activity).
- 7. **Stay Reasons** lists the reason a case is on stay. Stays remove cases from the 'Active Case Pending' report. Cases that are currently on stay appear only on the 'Inactive Case Pending' report. (see Stay procedure for more information)